

Special Event Access/ ADA Information

If your organization is planning a special event, such as a festival or art show, at one of the many Miami-Dade County parks, there are policies and procedures you will need to follow to ensure that the event is accessible to all people, including those with disabilities. The following established guidelines by the Miami-Dade Park and Recreation Department will help you plan a successful and accessible event.

Accessibility Check List

- ☐ If you are providing portable bathroom facilities, five percent (5%) or a minimum of one of the facilities, must be wheelchair accessible and meet applicable codes. The Event Sponsor should contact the Park Manager for vendors on bid that provide such facilities and work with the manager to find the most accessible location for them.
- ☐ Contact the Park Manager to make sure that all accessible pedestrian routes from the parking lot to the event are equipped with curb cuts or temporary ramps to accommodate wheelchair patrons. All ramps must meet applicable codes.
- ☐ Additional disabled parking must be provided, signed and staffed. Work with the Park Manager to designate a disabled parking area that is near the main entrance and accessible to pedestrian routes. The Park Manager will provide the necessary signage to indicate the parking area. The Event Sponsor is responsible for staffing this area.

Parking Chart

Total Parking	Minimum Required Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
over 1000	20 plus 1 for each 100 over 1000

- ☐ Displays and exhibits must be set at least 36 to 42 inches apart to allow clearance for wheelchair visitors. All display items should be located no higher than 54 inches to allow a parallel approach by a person in a wheelchair; for forward approaches, the maximum height must be 48 inches. Vendors that do not meet these standards must be willing to accommodate disabled patrons by coming out of the booth when assistance is required. Make certain that displays, events, and concessions are set up along existing hard surfaces.
- ☐ All flyers and written promotional materials for the event should be made accessible to people with disabilities, including those with hearing and visual impairments. Following is the Statement of Information on Access for Persons with disabilities that should be included on your flyers:

“Call (305) 365-3128 or (305) 365-6705 (TDD) to request material in accessible format, information on access for persons with disabilities, or to request a sign language interpreter (7 days in advance).”

You are required to provide sign language interpreters upon advance request. To request assistance in providing interpreters, call 305-365-3128/ 305-365-6705 (TDD) seven days in advance.
- ☐ For performers who are disabled, all stages, show mobiles, and dressing areas must be accessible. Notify the Park Manager if these accommodations are necessary. A mobile lift can be arranged when the stage/show mobile is reserved.
- ☐ Whenever a public address system is being used, assistive listening devices must be provided. These devices may be reserved through Charles Collins and should be returned upon completion of the event. Signs must be posted indicating the availability and location of the listening devices.
- ☐ If transportation is being offered during the event from parking areas, it must be wheelchair accessible. Lift-equipped vehicles may be available through Leisure Access Service. Call as soon as dates are definite. Lift equipped vehicles may have to be rented from an outside vendor. Notify the Park Manager to make these arrangements as soon as dates of the event are definite. The vehicle must be returned after the event.

Signed _____ Date _____

*****For more information call Miami Dade Parks Leisure Access Services at (305) 365-3128/ 305-365-6705 (TDD).**

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